

Priority Legislative Budget Projects

Roles and Responsibilities

The California Legislature has authorized funding for Priority Legislative Budget Projects (PLBP) as a budget appropriations bill. Caltrans is the authorizing agency for the proper distribution of the funding provided by this legislation. The funds are not attached to an established state program or subject to the authority of California Transportation Commission or the California State Transportation Agency, unless specified in the legislation.

This document summarizes the roles and responsibilities of Caltrans staff and Local Public Agencies in administering and allocating PLBP funds.

1) State Legislature

- a) State Legislature authorizes funding and project scope in legislation.

2) Headquarters PLBP Program Manager (HQ)

- a) Provides list of agencies to receive PLBP funds to District Local Assistance Engineer (DLAE).
- b) Coordinates with DLAEs and Caltrans Project Delivery for on-system projects
- c) Reviews PLBP Funds Transfer Agreements (FTA)
 - i) Confirms scope in the FTA is the intended scope of the authorizing legislation
- d) Works with DLAE, Local Public Agency, Caltrans Legislative Affairs, and legislative sponsor (if required) to resolve issues
- e) Coordinates the execution of the FTA
- f) Reviews Close Out Report and forwards Local Assistance Procedures Manual (LAPM) Exhibit 17-M to Local Program Accounting (LPA)
- g) Informs legislative sponsor of project completion

3) District Local Assistant Engineers (DLAE)

- a) After receiving list of PLBP funded projects from HQ, enters projects into LP2000 database:
 - i) Creates project and Project ID in LP2000
 - ii) Creates AMS Advantage ID through LP2000
- b) Contacts Local Public Agencies receiving the funds and informs them to submit FTA:
 - i) Provides FTA or links to the FTA
 - ii) Provides Project ID and Advantage ID
- c) Reviews Draft FTA and forwards to HQ
- d) Reviews invoice Exhibit LAPM 5-A and forwards them to LPA
- e) Once Close Out Report is received:
 - i) Reviews Close Out Report for completeness and confirms project scope was met
 - ii) Forwards Close Out Report to HQ
- f) For on-system projects, coordinates with Caltrans Project Delivery to assign a Project Manager (PM):
 - i) Coordinates “kick-off” meeting to Project Delivery team and determines the appropriate distribution of the PLBP funds in light of any agreements between Caltrans and the Local Agency.
 - ii) DLAE assists in the execution of the FTA and reviews invoice and then hands over responsibility to the PM.
 - iii) The PM will be the project lead for coordination of on-system improvements, reporting and agreements, other than the execution of the FTA and associated FTA invoice. The PM will inform Division of Local Assistance (DLA) when the project is completed, and the Project Closeout Report is submitted.

4) Local Public Agencies

- a) Submits FTA to DLAE
 - i) FTA must include:
 - (1) Project description, and
 - (2) Project scope,
 - (a) can be further defined if the scope in the legislation is vague,
 - (b) must be in accordance with the legislation description, and
 - (c) include project deliverables.
- b) Submits Resolution – Resolution gives the person signing the FTA the authority to do so and to enter into an agreement with Caltrans or the State of California. The Resolution must mention the Funds Transfer Agreement.
- c) Submits Invoice:
 - i) For lump sum payments, completes invoice (Exhibit LAPM 5-A) using PLBP invoice template and forwards to DLAE.
 - ii) For payment in arrears, submits invoices to DLAE. Invoicing will be completed according to the LAPM Chapter 5: Invoicing.
- d) Submits Close Out Report to DLAE
 - i) Close Out Report must include:
 - (1) Cover letter,
 - (2) LAPM Exhibit 17-M, and
 - (3) completion photos, and before photos if available.

5) LP2000

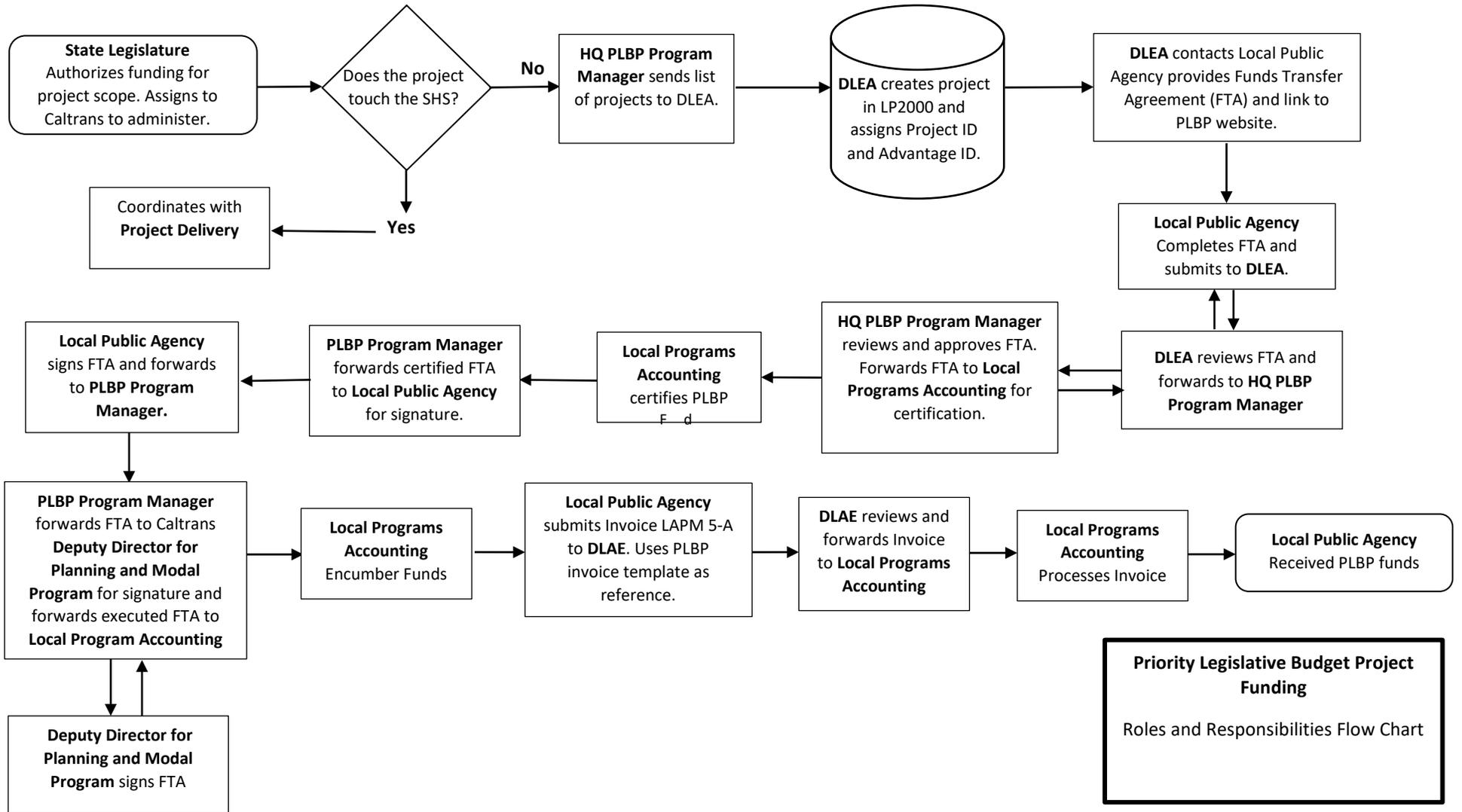
- a) Project and Project ID created by DLAE in LP2000
- b) AMS Advantage ID is created through LP2000
- c) Stores project information

6) Local Program Accounting

- a) Works with DLAE and Local Agency to process invoice Exhibit LAPM 5-A
- b) Processes LAPM Exhibit 17-M Final Project Expenditures Report

Links:

- [PLBP Guidelines](#)
- [Local Assistance Procedures Manual](#)



Priority Legislative Budget Project Funding
Roles and Responsibilities Flow Chart

